

Minutes of the meeting of Committee on Educational Policy and Curriculum
SUNY Downstate College of Medicine
December 22, 2011
Seminar Room 2-1

Present: L. Eisner, J. Libien, R. Ovitsh, S. Hrabetova, B. Trauner, S. Hahn, K. Twomey, J. Lampert, J. Odackal,

Guest: Anne Shonbrun, Registrar

Dr. Eisner stated that she will place the minutes online 10 days before the meeting. She asked the committee to review the minutes online and if there is a problem, it can be clarified at the meeting.

The Registrar's Office is in the process of contacting faculty sponsors of electives. They are requesting updated information on electives and contact information. Also, the Registrar is requesting faculty members to state learning objectives for the electives. A draft of the elective proposal form that Dr. Libien and Shelly Regev (MS4) revised was distributed. The revised form is appended to the minutes. After a lengthy discussion, Dr. Libien said that she would revise some portions of the elective proposal. It is hoped that Dr Jeanne Macrae will use this form in developing the new 2-week electives in next year's block clerkship schedule.

Dr. Papp is working on a short evaluation form for electives to be completed by the students.

Dr. Macrae has requested a standing invitation to attend the CEPC committee to come to discuss various issues as they arise. It was mentioned by Dr. Macrae that attending the meeting would fulfill a LCME requirement.

No one volunteered to review the current guidelines for research electives.

The Dean has approached CEPC to review the Hem-Oncology block. The committee will interview students and faculty, review block evaluations and come up with recommendations to re-organize the block. In order to accomplish this, an ad hoc committee with two students will be formed. Drs. Perkins and Trauner have volunteered to sit on the ad hoc committee. The block evaluations contain confidential comments on faculty members. The Dean's Council feels that only the main part of the evaluation should be available to students. However, the CEPC felt that if students are part of this ad hoc committee, they should observe the honor code and consider the documents confidential. This committee should meet after the holidays.